

CHARTER TOWNSHIP OF DELTA
Public Meeting Room C
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

TOWNSHIP BOARD COMMITTEE OF THE WHOLE MINUTES
MONDAY, AUGUST 11, 2014

I. CALL TO ORDER –

Supervisor Fletcher called the meeting to order at 6:00 p.m.

II. ROLL CALL –

Members Present: Supervisor Kenneth Fletcher, Treasurer Howard Pizzo, Clerk Mary R. Clark and Trustees Karen Mojica, R. Douglas Kosinski, Jeff Hicks and Dennis Fedewa.

Members Absent: None.

Others Present: Township Manager Richard Watkins, Assistant Director Community Development Department Gary Bozek, Community Development Director Mark Graham, Parks Recreation and Cemeteries Director Marcus Kirkpatrick, Finance Director Jeff Anderson, IT Director Dave Marquette and Planner Chris Gruba.

III. SET/ADJUST AGENDA –

TREASURER PIZZO MOVED TO ADOPT THE AGENDA WITH ITEM #7 ADDED UNDER ITEMS OF DISCUSSION – MANAGER SEARCH UPDATE.

TRUSTEE MOJICA SUPPORTED THE MOTION. THE MOTION PASSED 7-0

IV. PUBLIC COMMENT – None.

V. MANAGER'S REPORT –

There are problems getting feedback from some homeowners along Canal Road to complete the sidewalk which needs to be done for safety purposes. There will be condemnation paperwork forthcoming regarding this.

Water usage revenues are down this summer due to the amount of rain received. Therefore, usage is down.

MDOT has filed a request for a waiver as they will be doing construction on I-496. A waiver for the noise ordinance has been submitted so that the work can be completed at night. Residents will be notified.

Pointe West and the drainages previously discussed, have run into budget concerns. The cost for the original planned project is more than anticipated. There are proposed alternative corrections being reviewed.

VI. ITEMS OF DISCUSSION –

1. Sign Ordinance Update – David Jirousek, LSL Planning

Tasks one through four in the report have been completed. Township staff has been met with; tours of the business corridors in the Township have been visited. Surveys have been completed to businesses in the area. Meetings have been held with sign companies that manufacture and install signs in the area to obtain feedback on the industry and the existing code in place.

Some conflict regarding pole signs is apparent between the commercial businesses and the general public. There is overwhelming support from the business community regarding LED signs and this technology trend. There is an abundance of language available to address LED signs and their operations.

Clerk Clark would like clarification regarding a temporary sign. A temporary sign is not permanently attached to the ground. For example, flags on a post, metal frame signs, banners and the like. This would include grand openings, special events, sales etc. Too many looks junky, there is a balance needed.

Supervisor Fletcher would like a timetable for the issues to return to the Board. Mr. Jirousek suggested a first draft in approximately 45 days. Likely, a draft will be available in late September. Feedback or suggestions from the Board can be delivered through staff or via email if desired. Any items can be addressed this evening at the Board's pleasure. Supervisor Fletcher would like to review some of the feedback from the surveys to weight pros and cons before making decisions. Treasurer Pizzo would like to see signs posted at the edge of the roadway in high traffic areas, right on the curb, addressed for safety issues.

Trustee Kosinski would like to know what actually constitutes a sign. His concern has come from churches that have encountered size limitations. What is the designation of a sign versus a display? For example, a cross located next to the church sign. Mr. Jirousek responded that clear definitions that are content neutral are required and should minimize issues in the future. Definitions will be consistent with those in the zoning ordinance to eliminate conflicting issues in the future between the sign ordinance and the zoning ordinance.

Trustee Hicks suggested a meeting with the Zoning Board of Appeals. Mr. Jirousek indicated that several years of minutes from the Zoning Board of Appeals are available for their review. Trustee Hicks indicated that the Board meets very infrequently. He encouraged a meeting for their input.

Clerk Clark indicated that she does not support temporary signs. Trustee Hicks would like to see strong enforcement measures to ensure compliance.

2. CATA Service proposal Update – Richard Watkins

Debbie Alexander and Sandy Draggoo are present this evening representing CATA. A proposal is before the Board regarding CATA offering to provide Redi-Ride Services from 6am-9pm Monday through Friday and then on Saturdays from 9am-5pm. Currently, EATRAN offers services 6am-6pm. CATA will provide extended service hours in the evenings and Saturdays. This agreement would also eliminate the double fare for transfers and a higher Delta Township fare as well. The proposal presented is a three year agreement running from October 1st through September 30th, 2017. This will cost \$420,000 during the timeframe with payments being \$140,000 per year.

Ms. Draggoo is pleased to be working with Delta and happy to see something coming forward after years of discussions. CATA is working hard to put everything in place to provide the service and hiring people.

Trustee Kosinski would like to look at extending the Saturday hours and would like to see costs associated with that. With the new theater and restaurants available, this could be very beneficial and likely destinations in the area.

Trustee Mojica would like to see ride information and statistics available. Manager Watkins indicated that ridership would be tracked and monitored so decisions regarding modifications to services could be made in the future.

Trustee Fedewa wants to see that the public has the desired transportation it needs. Trustee Fedewa would like to see more flexible hours available on Saturday after ridership is determined and feedback is available. Manager Watkins stated that is the reason for the tracked participation. Modifications can be made after data is obtained to meet any additional needs or demands.

Clerk Clark would like to see utilization to and from work. Since it is demand response, can a regular, weekly standing order be made in this regard? Ms. Draggoo responded that this is possible and is already in place in other areas around Lansing. Such standing orders limit phone calls.

Manager Watkins indicated the agreement is focused on job transportation rather than school children. The intent is not for the service to be an alternative to school bus transportation.

Trustee Fedewa felt area businesses should be notified of the new service. Ms. Draggoo stated marketing materials are being drafted for distribution indicating the focus for the program and clear instructions on how to participate in the program. Manager Watkins and Delta Township will be distributing the materials.

Treasurer Pizzo inquired if this process was similar, promotionally speaking, as in other areas like Delhi. Ms. Draggoo indicated that Delta has a job access focus which differs than Delhi. Delhi was more senior citizen focused. Delta will not be distributing the materials to the schools but rather businesses. This will likely cause a slower participation growth of ridership, but this is better than students taking the ridership from employees.

Trustee Hicks is concerned with the length of the contract and would like to see a honeymoon of sorts between CATA and Delta. Maybe offering an option to extend the contract for two years after the first year expires, which may benefit both parties, for example. Both parties will then have the year to evaluate the services and, what worked and what didn't. The agreement also gives CATA the ability to set any fare during the contract. This is a concern to Trustee Hicks as Delta is paying an annual fee for the services. He would like to see some limitations on fare increases during the contract. An additional concern is in paragraph 5 – and the lack of a baseline for the grants and funding received. The paragraph is very generic. Lastly, the CATA service, according to the current contract, services all individuals in Delta – not just Delta residents. However, it is Delta's taxes paying for the service. Manager Watkins indicated that CATA is bringing job access money forward to assist in the services that will be available. The money Delta is providing would not fund the services in its entirety. CATA is also eliminating the double fee that Delta residents see to go anywhere in the region. Manager Watkins feels this is a regional benefit and would bring Lansing residents to Delta businesses.

Trustee Fedewa pointed out that either party can terminate the agreement on the anniversary of signing. Trustee Hicks said that this language would eliminate his desire for a honeymoon clause. Manager Watkins indicated that the Board would have to make financial arrangements in the future to fund this service after the three year contract expired.

Supervisor Fletcher said that attempts have been made to work with EATRAN as he is aware Delta residents pay an EATRAN millage rate. There have been mutual expressions regarding willingness to work with CATA and EATRAN. Ms. Draggoo indicated that no additional discussions have taken place with EATRAN on this issue.

Ms. Alexander indicated that demand has peak times. All resources are focused on being available to assist ridership in peak times to provide the most service. The service is based on the market demand. There is an on-time performance requirement that is tracked as well.

Manager Watkins indicated that the proposed agreement is under review by Township legal counsel. Further, he has been pleased with the ease and pleasure he has experienced working with CATA. Lastly, Manager Watkins feels funding

should be provided for the current three year contract by unallocated fund balance amounts. This would not enter into the day-to-day operational budget and not take away funds from another service. The money is available to make such an allocation at this time.

3. IT Department Mid-Year Report, Dave Marquette

Dave Marquette reported that this June, on-line permit and on-line inspection requests have been implemented. Mobile database access is being utilized by the staff when out in the field on their surface tablets. A lot of database clean-up has been conducted. Standards have been established for entry of new material to assist in keeping a clean database.

Other changes include Wi-Fi reconfiguration that has been completed due to issues within the fire department. The speed has increased in some areas by 3 times. Room B and Room C technology has been updated. Windows 8 has been rolled out to some staff members. A new server has been installed to run the data center. Some older backup servers were upgraded. A new antivirus server was implemented. Dashboard statistics were updated as well as some online forms. The Library received upgrades to their computers and printing services. A new people counting system was implemented and a new credit card processing system has been implemented at the Library.

4. Accounting Department Mid-Year Report – Jeff Anderson

Jeff Anderson provided a report on behalf of the Accounting Department and the goals for that Department. He is training new staff on payroll and other operations. Reorganization continues to work with lead employees to become leaders/managers which began last year. Last year two employees were promoted and this has allowed them to grow in their job. This has helped improve efficiencies and customer service.

Customer service is the root of the department. The Department meets monthly to continue working on this. Treasurer Pizzo has arranged for the county treasurers to meet in this aspect and share experiences. The number of emailed utility bills has increased to 1,268 toward the goal of 1,320. This saves \$8 per year for each person that participates.

There is a goal to have bank reconciliation take place in BS&A versus an excel format. The aim is to begin this in the fourth quarter. There has been review of the investment policy and for now, no changes are needed.

The payroll function, until recently, had no back-up person. Today, there are two people who can perform this function. The Employee Benefit Committee is looking to review retiree health care coverage. This will be coming forward in the

future. Additionally, current contract negotiations are underway for the new union contract.

A review is being conducted for a self-service terminal in the Township for the payment/review of utility billing and tax information. The library is being explored as a location for this terminal, should it move forward.

The library budget has been under review and Mr. Anderson has been assisting the Library Board and staff members with budget issues and services. Progress is being made and change over in the Board has assisted in the process.

A consultant has been contracted with to review the liability insurance. The idea was to have fresh eyes review the coverages in place and troubleshoot any shortfalls or over coverage areas. A report on the findings will be forthcoming to assist in obtaining next year's policy.

As of June 30, 2014, the general fund revenue is up in comparison to last year. Expenditures are listed by Department. Note the recycling budget will need a line adjustment as a result of the winter storm damage. Some relief is expected to be received for this. Wastewater revenue is up slightly and expenditures are where they are to be expected. The water fund is slightly down in revenue, but expenditures are where expected and the fund is healthy overall.

In reviewing Looking Glass – the agreement appears to be a win-win both operationally and financially. All financial information is being shared regularly with Looking Glass and Chief Clark.

The next big project is the 2015 budget and this is underway now.

5. Community Development Department Building Division Mid-Year Report – Ted Droste

Ted Droste reported on behalf of the Building Department. The on-line permit and inspection request changes in the Building Department were noted in the IT report provided earlier this evening. Inspectors in the field are capturing data in the field and can update the data base in real-time with portable hot-spots and Surface tablets. There have been issues with this regarding efficiency, concerns over protecting the tablet and other tools that need to be carried. It is not always the most practical.

A new plumbing and mechanical inspector, Nate Foltz was hired in June to work with Steve Gilreath who is scheduled to retire in January 2015. This has been a great arrangement.

Ted Droste indicated that he has been with Delta since 1994 and he is happy to be back on a full-time basis as the Assessor and now in conjunction with the Building Department.

Mr. Droste provided various graphs and charts reviewing the locations and number of permits issued and fees collected within the department and the statistics on code enforcement and rental inspections. At this time, 2014 is showing an increase in the volume.

6. Parks Recreation & Cemeteries Department Mid-Year Report – Marcus Kirkpatrick

Marcus Kirkpatrick reported on the Parks, Recreation and Cemeteries Department. There have been recent staffing changes as a result of the retirement of John Harmon after 30+ years of service. There has been the loss of institutional knowledge with this change, but it has also brought about some significant IT/technology implementation.

Upgrades have been made around the halls and grounds.

Changes were made for a safer, more family-friendly atmosphere at the fireworks. New security steps were taken including controlled entrances, parking permits, visual inspections and a security company presence patrolling the perimeter of the park. The increase in safety was noticeable.

The kids' mud run grew from the year before. The participation is growing and is anticipated to grow in future years. Overall, sports and aquatics participation is declining, although very slowly, it is declining. Some of the reduction is attributable to reduced company sponsorship, children activities being limited by parents for financial or time obligation reasons, etc. In addition, there are many more opportunities available. Many are choosing more competitive environments. This is being monitored.

Parks – four grants have been submitted to the Michigan DNR. Currently all the grant applications are being scored. The scores will be coming in over the next few weeks and then a chance will be available to submit supplemental information to increase the scores. Between September and November, final confirmation will be received as to if any are awarded.

For the Mt. Hope Park project, C2AE was selected to produce at concept. A meeting with the Parks, Recreation and Cemeteries Commission took place last week with representatives of C2AE.

A review of Grand Woods Park was provided detailing rentals, demographics and related revenues. There were 288,000 pounds of yard waste and 3,019 pounds of electronics diverted from landfills with the spring clean-up event for the

recycling center. A new contract has been signed for the electronics collection. The new contract is with a new company and this was able to be done without the interruption of services. The Township is now getting paid for the electronics collected and this has help with revenue.

7. Manager Search Update

Supervisor Fletcher updated the Board on the manager search. Friday, August 8th was the cutoff for applications. There were a fair number of people that applied. There are at least 20 applications received. Kathy has indicated that there are some good candidates in the application pool. It appears to be a diverse group that will provide a good selection to pick interviews from.

Mr. Fletcher inquired if the Board would be available for a special meeting on August 25th at 6pm to discuss the search candidates the continued process. The Board discussed availability for a special meeting. Supervisor Fletcher will return to Kathy and see if later in the week of August 18th is better. Supervisor will also check September 2 which is a regularly scheduled board meeting.

Trustee Fedewa inquired as to the number selected for interview. Supervisor Fletcher indicated Kathy will provide a ranking on the criteria provided in the posting and then make her recommendation. The number interviewed is at the discretion of the Board. The issues on the candidates will be in closed session as some have requested confidentiality.

VII. ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 7:56 p.m.

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MARY R. CLARK, CLERK

KENNETH FLETCHER, SUPERVISOR